

Center for Educational Performance and Information (CEPI)

*Michigan Education Information System
(MEIS)*

School Code Master (SCM) Version 3.0

User's Guide Authorized Users

Questions?
Contact: (517) 241-2374
e-mail: CEPI@Michigan.gov



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8. Authorized Users

The district superintendent or chief information officer has designated authorized users of the online School Code Master. Authorized users have a Michigan Education Information System (MEIS) account and have completed and submitted a signed security agreement for the School Code Master. Authorized users may request record changes, additions, or closings in the School Code Master.

8.1. CEPI Home Page

Welcome to the Web site for the Center for Educational Performance and Information (CEPI). CEPI manages several applications to collect, store, and report data about schools, including the School Code Master (SCM). The SCM contains the official contact information for schools and district facilities.

Center for Educational Performance & Information

Michigan.gov Home | [Center Home](#) | [Center FAQ](#) | [Contact CEPI](#) | [Site Map](#) | [State Web Sites](#) | [Privacy Policy](#) | [Link Policy](#) | [Accessibility Policy](#) | [Security Policy](#)

Quick Links

- > [Office of the State Budget](#)
- > [Standard & Poor's School Evaluation Services](#)
- > [MEAP/Merit](#)
- > [MI School Info Online](#)
- > [Quick Facts School Year 2001-2002](#)

Spotlight

- [Districts Recognized for Participation](#)

Standard & Poor's

- [Statewide Graphics \(New\)](#)
- [Beyond the Averages: Michigan School Trends](#)
- [Michigan Districts That Beat the Odds \(1997-2001\)](#)
- [New Data About Michigan's Schools Released](#)
- [SES General Overview](#)

Click on the "MEIS Data Services" button.

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To locate the School Code Master page, click on the "MEIS Data Services" button on the left.

8.2. MEIS Data Services

Click on the "School Code Master" link on the left.

Center for Educational Performance & Information

MEIS Data Services

- Single Record
- Student Database
- Registry of Educational Personnel
- School Infrastructure Database
- Financial Information Database
- School Code Master
- Student Test & Achievement Repository
- About the Center
- Education Reports
- News
- Related Sites

MEIS Overview

The Center for Educational Performance and Information (CEPI) manages the Michigan Education Information System (MEIS), the data warehouse system used by school districts to submit data to the state and by CEPI to combine, store, and report that data.

MEIS Information

- MEIS at a Glance
- Important Changes for Fall 2002
- School Year 2002-03 Collection and Submission
- MEIS Core

MEIS Links

- Single Record
- Student Database (SRSD) Pilot Listserv
- Registry of Educational Personnel (REP) Listserv
- SID Listserv (School Environment)
- Financial Information Database (FID) Listserv
- SRSD Vendor Listserv
- Browse and System Requirements
- Adobe Acrobat Reader
- New to the MEIS?
- About the School Code Master
- Contact CEPI

Quick Links

- Office of the State Budget
- Standard & Poor's School Evaluation Services
- MEAP/Merit
- MI School Info Online
- Quick Facts School Year 2001-2002
- Office of State Aid and School Finance
- K-12 Database

8.3. School Code Master Interface



The screenshot shows the School Code Master web application. At the top, there is a header with the logo for the Center for Educational Performance & Information (CEPI) and the Michigan.gov logo. Below the header is a navigation bar with links: Home, **Authorized User Login** (highlighted with a red box), Log Off, Help, About Us, and Contact CEPI. The main content area is titled "School Code Master" and includes a "Glossary of Terms" link. The left sidebar features a "Welcome" message and a description of the School Code Master as a repository for official identification numbers and basic contact information for educational systems in Michigan. The main content area is divided into several sections: "School Directories" (with links for School/Facility Name, District Name, City, County, and Public School Academy), "School Closings and Delays" (with a link to browse the listing), "Power Search" (with a link to power search for schools/facilities and other educational entities), "Reports" (with a link to a list of available reports), "Mailing List & Mailing Labels" (with a link to create mailing labels), and "Download Data Sets" (with links to select from a library of database (.dbf) files and build a comma-separated values (.csv) file). A callout box with a pointer indicates that users should click on the "Authorized User Login" link.

Center for Educational Performance & Information Michigan.gov

Michigan.gov Home Home **Authorized User Login** Log Off Help About Us Contact CEPI

School Code Master

Glossary of Terms

School Directories

Finding a school, facility, or district is as easy as 1, 2, 3.

Step 1: Choose the directory you would like to browse.

- » [School/Facility Name](#)
- » [District Name](#)
- » [City](#)
- » [County](#)
- » [Public School Academy](#)

School Closings and Delays

Browse a listing of school closings and delays.

» [Click here to browse the listing.](#)

Power Search

Select Power Search for more searching options.

» [Power Search for schools/facilities and other educational entities.](#)

Reports

View reports ranging from a list of all public schools to a list of all intermediate school districts, presented in a printer-friendly format.

» [Click here for a list of available reports.](#)

Mailing List & Mailing Labels

Access a printer-friendly mailing list or download a file to create mailing labels.

» [Create your own school/facility mailing list and mailing labels.](#)

Download Data Sets

- » [Select from our library of database \(.dbf\) files.](#)
- » [Build your own school/facility comma separated values \(.csv\) file.](#)

Michigan.gov Home | School Code Master Home | Login | Log Off | Help | About Us | Contact CEPI

State Web Sites | Accessibility Policy | Privacy Policy | Link Policy | Security Policy

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Authorized users must log in to access authorized user information. You can begin this process from the School Code Master public home page by clicking the **Authorized User Login** link at the top of the screen. The following screen will appear:

8.3.1. Screen 1 - Login Page

Michigan.gov Home | [Home](#) | [Authorized User Login](#) | [Help](#) | [About Us](#) | [Contact CEPI](#)

School Code Master

Authorized User Login

Authorized users of the online School Code Master have been designated by the district superintendent or chief information officer. The authorized users has a Michigan Education Information System (MEIS) account and has completed and submitted a signed security agreement for the School code Master. The authorized user may request record changes, additions, or closings in the School Code Master.

To obtain a MEIS account [»Go!](#)

To obtain a Security Agreement, to access the School Code Master [»Go!](#)

Login Page

Login	<input type="text"/>
Password	<input type="password"/>

[»Go!](#)

[Michigan.gov Home](#) | [School Code Master Home](#) | [Login](#) | [Help](#) | [Contact CEPI](#) | [State Web Sites](#)
[Accessibility Policy](#) | [Privacy Policy](#) | [Link Policy](#) | [Security Policy](#)
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This page allows authorized users and state administrators access to portions of the site not available to the general public. Authorized users have a Michigan Education Information System (MEIS) account and have completed and submitted a signed security agreement for the School Code Master. The authorized user may request record changes, additions, or closings in the School Code Master. The state administrator has the authority to approve or modify those requests.

To begin the process of obtaining a MEIS account, click the “To obtain an MEIS account” **Go** button.

To begin the process of obtaining a security agreement, click the second **Go** button.

If you already have an MEIS account and have completed a security agreement, enter your login and password into the spaces provided. Then click the **Go** button. A modified home page will appear, allowing you access to the authorized user portions of the site. You will then see the following screen:

8.3.2. Screen 2 – Authorized User Home Page

Center for Educational Performance & Information Michigan.gov

[Michigan.gov Home](#) [Home](#) | [Authorized User Login](#) | [Log Off](#) | [Help](#) | [About Us](#) | [Contact CEPI](#)

School Code Master

[Glossary of Terms](#)

My Schools/Facilities, School Districts

- » [View/Edit all my schools/facilities, school districts](#)
- » [Add a school/facility](#)
- » [Close a school/facility](#)

Code Search

Code: ☒ District ☐ School/Facility [Search](#)

Search by Name

Keyword: [Search](#)

School Directories

Finding a school, facility, or district is as easy as 1, 2, 3...

Step 1: Choose the directory you would like to browse.

- » [School/Facility Name](#)
- » [District Name](#)
- » [City](#)
- » [County](#)
- » [Public School Academy](#)

School Closings (Weather and Other Delays)

Browse a listing of school closings and delays.

- » [Click here to browse the listing.](#)
- » [Click here to administer School Closings and Delays.](#)

Power Search

Select Power Search for more searching options.

- » [Power Search for schools/facilities and other educational entities.](#)

Reports

View reports ranging from a list of all public schools to a list of all intermediate school districts, presented in a printer-friendly format.

- » [Click here for a list of available reports.](#)

Mailing List & Mailing Labels

Access a printer-friendly mailing list or download a file to create mailing labels.

- » [Create your own school/facility mailing list and mailing labels.](#)

Download Data Sets

- » [Select from our library of database \(.dbf\) files.](#)
- » [Build your own school/facility comma separated values \(.csv\) file.](#)

[Michigan.gov Home](#) | [School Code Master Home](#) | [Login](#) | [Log Off](#) | [Help](#) | [About Us](#) | [Contact CEPI](#)
[State Web Sites](#) | [Accessibility Policy](#) | [Privacy Policy](#) | [Link Policy](#) | [Security Policy](#)

This page provides you access to the authorized user portions of the site as well as the public functions. The authorized user functions include the following:

- My Schools/Facilities, School Districts – these options allow the user to view information about schools/facilities or districts and, if so authorized, edit information about a school/facility, add a school/facility, or close a school/facility.
- Code Search – this option allows the user to search for a district or school/facility by school/district number.
- Search by Name – this option allows the user to search for a district or school/facility by exact character string comparison.
- School Closings

8.4. View all my school/facilities

8.4.1. Screen 1 – View all my schools/facilities

To view information about a school/facility that you are authorized to edit, click the **View/Edit all my Schools/Facilities, School Districts** link. The following screen will appear:

8.4.2. Screen 2 – View all my schools/facilities

Center for Educational Performance & Information

Michigan.gov Home Home

School Code Master

My Schools/Facilities, School Districts: View/Edit

School Directories

- » [School/Facility Name](#)
- » [District Name](#)
- » [City](#)
- » [County](#)
- » [Public School Academy](#)

Power Search

Reports

Mailing Lists & Mailing Labels

Download Data Sets

- » [Library of database files](#)
- » [Build your own school/facility database file](#)

My Schools/Facilities, School Districts

Directions:
Select a name from the selection box at left or type the name of the school/facility.

Text entry allows for quick search of schools/facilities and districts.

Click a school/facility or district to make a selection.

Ishpeming High School
Ithaca High School
Ithaca SDA School

This page displays a list of schools/facilities and school district information that you have the authority to edit. You have two options to search for the desired school/facility or school district name:

1. You may enter the school/facility or school district name, or part of the school/facility or school district name, in the text box. This will cause the selection list to advance until the entity name has been found.
2. You may click on the desired school/facility or school district name in the list of returned schools/facilities and school districts.

Once you have selected a school/facility or district name, you can see a synopsis of the school/facility or district. The information appears in this format:

8.4.3. Screen 3 – View all my schools/facilities

The screenshot shows the 'School Code Master' web application. The header includes the 'Center for Educational Performance & Information' logo and 'Michigan.gov'. The main navigation bar has links for 'Home', 'Authorized User Login', 'Help', 'About Us', and 'Contact CEPI'. The left sidebar contains sections for 'School Directories' (with links to School/Facility Name, District Name, City, County, and Public School Academy), 'Power Search', 'Reports', 'Mailing Lists & Mailing Labels', and 'Download Data Sets' (with links to Library of database files and Build your own school/facility database file). The main content area is titled 'My Schools/Facilities, School Districts: View/Edit'. It features a table with a list of schools: 'Ishpeming High School', 'Ithaca High School', and 'Ithaca SDA School'. A callout box points to the 'View/Edit' link, stating 'Click to view detailed information.' Another callout box points to the school list, stating 'Synopsis of school or district'. Below the table, detailed information for the selected school is displayed: 'School/Facility: Ishpeming School', 'School/Facility Code: 506', 'District Name: Ishpeming', 'District Code: 52180', 'City Name: Ishpeming', 'County: Marquette', and 'ISD: Marquette-Alger ISD'. Each section has a 'Go!' button to view more information.

This page displays a synopsis of the school/facility or district. Click **Go** to view, and edit if necessary, detailed information about the school/facility or district. After clicking **Go**, the following screen appears:

8.4.4. Screen 4 – View all my schools/facilities

Michigan.gov Home [Home](#) | [Authorized User Login](#) | [Help](#) | [Contact CEPI](#)

School Code Master

[Glossary of Terms](#)

My Schools/Facilities, School Districts: Add a School/Facility

(A red asterisk [*] indicates a required field.)

*Official Name of Entity: <input type="text"/>		*County Code: Please select <input type="text"/>
<p>*Grade Range:</p> <p><input type="checkbox"/> Retention K</p> <p><input type="checkbox"/> Kindergarten</p> <p><input type="checkbox"/> First Grade</p> <p><input type="checkbox"/> Second Grade</p> <p><input type="checkbox"/> Third Grade</p> <p><input type="checkbox"/> Fourth Grade</p> <p><input type="checkbox"/> Fifth Grade</p> <p><input type="checkbox"/> Sixth Grade</p> <p><input type="checkbox"/> Seventh Grade</p> <p><input type="checkbox"/> Eighth Grade</p> <p><input type="checkbox"/> Ninth Grade</p> <p><input type="checkbox"/> Tenth Grade</p> <p><input type="checkbox"/> Eleventh Grade</p> <p><input type="checkbox"/> Twelfth Grade</p> <p><input type="checkbox"/> Alternative Education</p> <p><input type="checkbox"/> Special Education</p> <p><input type="checkbox"/> Adult Education</p> <p><input type="checkbox"/> Early Childhood and Parenting Programs</p> <p><input type="checkbox"/> Career and Technical Preparation</p> <p><input type="checkbox"/> State Agency</p>		
*Physical Street Address: <input type="text"/>	*Physical City: <input type="text"/>	*Physical Zip: <input type="text"/>
Mailing Street Address: <input type="text"/>	Mailing City: <input type="text"/>	Mailing Zip: <input type="text"/>
*Open Date: <input type="text"/>		
<input type="button" value="Submit"/>		

If edits are made

This page provides detailed information about the school/facility or district selected. Here you have the ability to edit the information about the school/facility or district contained in the site. You may edit the following fields:

- Geographical Location
- Official Name of Entity
- Facility Street Address (mailing)
- Facility Street Address (physical)
- Facility City (mailing)

- Facility City (physical)
- Facility Zip Code (mailing)
- Facility Zip Code (physical)
- Grades or Education Setting in School/Facility
- Magnet School
- Employer Identification Number
- Function of Ancillary Facility
- Last Name of Facility Administrator
- First Name of Facility Administrator
- Middle Initial
- Title/Honorific of Facility Administrator
- Administrative Assignment of Facility Administrator
- Telephone Number of Facility Administrator
- Facsimile (Fax) Number of Facility
- E-mail Address
- Web site
- Date School or Facility Was Opened
- Date School or Facility Was Closed
- Current Status of Facility
- Facility Ownership

Note: Fields displayed for entity types will vary based on the requirements for the selected entity.

If edits are made, click the **Submit** button. To cancel edits, press the browser **Back** button.

Some items require the approval of a State Administrator before records will be updated. These items include the following:

- Geographical location
- Official Name of Entity
- E-mail Address
- Web Address
- Date School or Facility Was Opened
- Date School or Facility Was Closed

8.5. Add a school/facility

8.5.1. Screen 1 – Add a school/facility

Center for Educational Performance & Information Michigan.gov

Michigan.gov Home Home | Authorized User Login | Help | About Us | Contact CEPI

School Code Master

My Schools/Facilities

- View/Edit all my schools/facilities
- Add a school/facility**
- Delete a school/facility

Code Search

Code: ☐ District ☐ School/Facility

Search by Name

Keyword:

School Directories

Finding a school, facility, or district is as easy as 1, 2, 3...

Step 1: Choose which directory you would like to browse.

- School/Facility Name
- District Name
- City
- County
- Public School Academy

Power Search

Power Search for more searching options

- Search for schools/facilities and other educational entities

Reports

View reports ranging from a list of all public schools to a list of all intermediate school districts, presented in a printer friendly format. [Click here for a list of available reports.](#)

Mailing Lists & Mailing Labels

The mailing label output will be provided to the users in a downloadable CSV file format.

- Create your own school/facility mailing list and mailing labels.

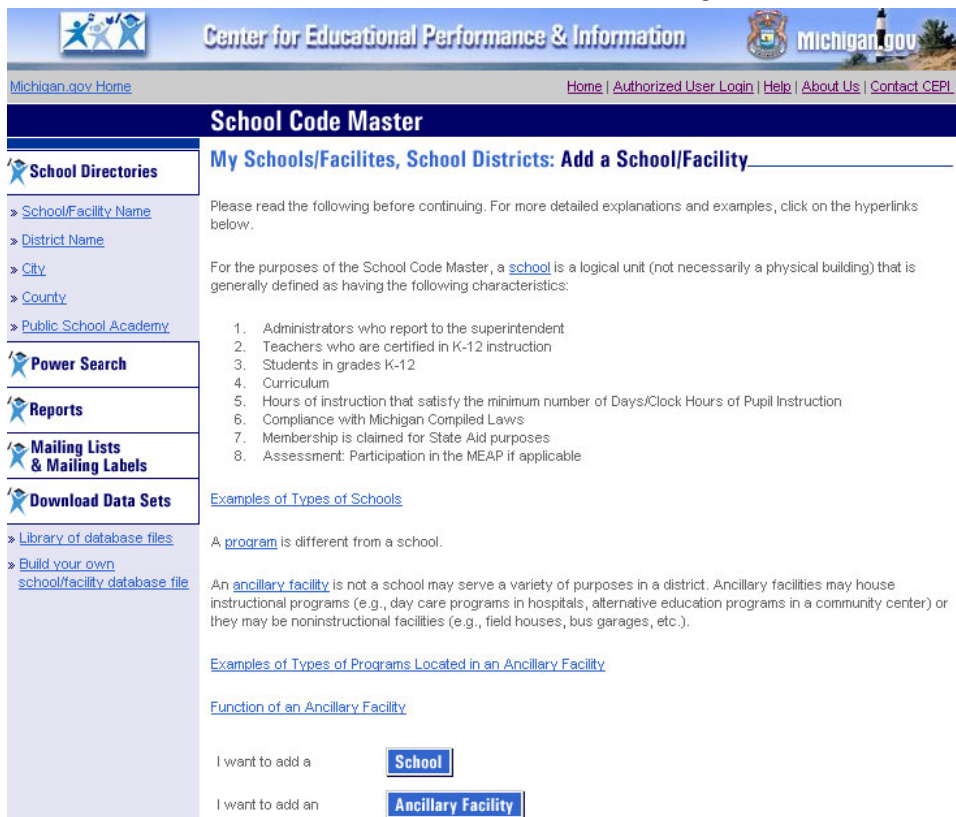
Download Data Sets

- Select from our library of database (.dbf) files
- Build your own school/facility database (.dbf) file

Welcome
The School Code Master is a repository that contains the official identification number and basic contact information regarding educational systems in Michigan. Information exists for public schools, private schools, intermediate school districts, and institutes of higher education. Commonly used information includes school/facility name, grade levels, address, and contact information.

To add a school/facility, click the **Add a school/facility** link. The following screen will appear:

8.5.2. Screen 2 – Add a school/facility



Center for Educational Performance & Information Michigan.gov

Michigan.gov Home Home | Authorized User Login | Help | About Us | Contact CEPI

School Code Master

My Schools/Facilities, School Districts: Add a School/Facility

Please read the following before continuing. For more detailed explanations and examples, click on the hyperlinks below.

For the purposes of the School Code Master, a school is a logical unit (not necessarily a physical building) that is generally defined as having the following characteristics:

1. Administrators who report to the superintendent
2. Teachers who are certified in K-12 instruction
3. Students in grades K-12
4. Curriculum
5. Hours of instruction that satisfy the minimum number of Days/Clock Hours of Pupil Instruction
6. Compliance with Michigan Compiled Laws
7. Membership is claimed for State Aid purposes
8. Assessment: Participation in the MEAP if applicable

[Examples of Types of Schools](#)

A program is different from a school.

An ancillary facility is not a school may serve a variety of purposes in a district. Ancillary facilities may house instructional programs (e.g., day care programs in hospitals, alternative education programs in a community center) or they may be noninstructional facilities (e.g., field houses, bus garages, etc.).

[Examples of Types of Programs Located in an Ancillary Facility](#)

[Function of an Ancillary Facility](#)

I want to add a

I want to add an

This page provides additional information on the requirements for adding a school or facility. Read the information provided and determine if the entity you want to add meets the requirements for a school or an ancillary facility.

Once you are sure the entity you would like to add to the site is appropriate, click the school or ancillary facility button at the bottom of the page.

Clicking the **School** button will cause the following screen to appear:

8.5.3. Screen 3 – Add a school/facility

Michigan.gov Home | Home | Authorized User Login | Help | Contact CEPI

School Code Master

[Glossary of Terms](#)

My Schools/Facilities, School Districts: Add a School/Facility

(A red asterisk [*] indicates a required field.)

*Official Name of Entity: <input type="text"/>		*County Code: Please select <input type="text"/>
*Grade Range: <ul style="list-style-type: none"> <input type="checkbox"/> Retention K <input type="checkbox"/> Kindergarten <input type="checkbox"/> First Grade <input type="checkbox"/> Second Grade <input type="checkbox"/> Third Grade <input type="checkbox"/> Fourth Grade <input type="checkbox"/> Fifth Grade <input type="checkbox"/> Sixth Grade <input type="checkbox"/> Seventh Grade <input type="checkbox"/> Eighth Grade <input type="checkbox"/> Ninth Grade <input type="checkbox"/> Tenth Grade <input type="checkbox"/> Eleventh Grade <input type="checkbox"/> Twelfth Grade <input type="checkbox"/> Alternative Education <input type="checkbox"/> Special Education <input type="checkbox"/> Adult Education <input type="checkbox"/> Early Childhood and Parenting Programs <input type="checkbox"/> Career and Technical Preparation <input type="checkbox"/> State Agency 		
*Physical Street Address: <input type="text"/>	*Physical City: <input type="text"/>	*Physical Zip: <input type="text"/>
Mailing Street Address: <input type="text"/>	Mailing City: <input type="text"/>	Mailing Zip: <input type="text"/>
*Open Date: <input type="text"/>		
<input type="button" value="Submit"/>		

This page allows you to enter the information required to add a school/facility to the site records. This information includes:

- County Code
- Geography Location (if PSA or nonpublic)
- Official Name of Entity
- Facility Street Address (Mailing)
- Facility Street Address (Physical)
- Facility City (Mailing)
- Facility City (Physical)

- Facility Zip Code (Mailing)
- Facility Zip Code (Physical)
- Grades or Educational Setting in School/Facility
- Date School or Facility Was Opened
- Facility Ownership

Note: Fields displayed for entity types will vary based on the requirements for the selected entity.

After you have entered the required information by typing in text boxes and making selections from drop-down lists, and you are satisfied with your entries, click the **Submit** button to submit the information to the site. Your submission is sent to the State Administrator for approval.

To cancel the request, select the browser **Back** button.

8.5.4. Screen 4 – Add a school/facility

Michigan.gov Home | Home | Authorized User Login | Help | About Us | Contact CEPI

School Code Master

My Schools/Facilities, School Districts: Add a School/Facility

Please read the following before continuing. For more detailed explanations and examples, click on the hyperlinks below.

For the purposes of the School Code Master, a school is a logical unit (not necessarily a physical building) that is generally defined as having the following characteristics:

1. Administrators who report to the superintendent
2. Teachers who are certified in K-12 instruction
3. Students in grades K-12
4. Curriculum
5. Hours of instruction that satisfy the minimum number of Days/Clock Hours of Pupil Instruction
6. Compliance with Michigan Compiled Laws
7. Membership is claimed for State Aid purposes
8. Assessment: Participation in the MEAP if applicable

[Examples of Types of Schools](#)

A program is different from a school.

An ancillary facility is not a school may serve a variety of purposes in a district. Ancillary facilities may house instructional programs (e.g., day care programs in hospitals, alternative education programs in a community center) or they may be noninstructional facilities (e.g., field houses, bus garages, etc.).

[Examples of Types of Programs Located in an Ancillary Facility](#)

[Function of an Ancillary Facility](#)

I want to add a **School**

I want to add an **Ancillary Facility**

Michigan.gov Home | School Code Master Home | Login | Help | Contact CEPI | State Web Sites
 Accessibility Policy | Privacy Policy | Link Policy | Security Policy
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To add an ancillary facility, click the **Ancillary Facility** link. The following screen appears:

8.5.5. Screen 5 – Add a school/facility

Michigan.gov Home [Home](#) | [Authorized User Login](#) | [Help](#) | [Contact CEPI](#)

School Code Master [Glossary of Terms](#)

My Schools/Facilities, School Districts: Add a School/Facility

(A red asterisk [*] indicates a required field.)

*Official Name of Entity:		*County Code:
<input type="text"/>		Please select <input type="button" value="v"/>
Function of Ancillary Facility: *		
Please select <input type="button" value="v"/>		
*Physical Street Address:	*Physical City:	*Physical Zip:
<input type="text"/>	<input type="text"/>	<input type="text"/>
Mailing Street Address:	Mailing City:	Mailing Zip:
<input type="text"/>	<input type="text"/>	<input type="text"/>
*Open Date:		
<input type="text"/>		

[Library of database files](#)
[Build your own school/facility database file](#)

This page allows you to enter the information required to add an ancillary facility to the site records. This information includes:

- County Code
- Official Name of Entity
- Facility Street Address (Mailing)
- Facility Street Address (Physical)
- Facility City (Mailing)
- Facility City (Physical)
- Facility Zip Code (Mailing)
- Facility Zip Code (Physical)
- Function of Ancillary Facility
- Date School or Facility Was Opened
- Facility Ownership

Note: Fields displayed for entity types will vary based on the requirements for the selected entity.

Enter the required information by typing in text boxes and making selections from drop-down lists. Once you are satisfied with your entries, click the **Submit** button to submit the information to the site. Your submission is sent to the State Administrator for approval.

To cancel edits, click the browser **Back** button.

8.6. Close a school/facility permanently

8.6.1. Screen 1 – Close a school/facility, permanent

Center for Educational Performance & Information Michigan.gov

Michigan.gov Home Home | Authorized User Login | Help | About Us | Contact CEPI

School Code Master

My Schools/Facilities

- [View/Edit all my schools/facilities](#)
- [Add a school/facility](#)
- [Close a school/facility](#)

Code Search

Code: ☐ District ☐ School/Facility

Search by Name

Keyword:

School Directories

Finding a school, facility, or district is as easy as 1, 2, 3...

Step 1: Choose which directory you would like to browse.

- [School/Facility Name](#)
- [District Name](#)
- [City](#)
- [County](#)
- [Public School Academy](#)

Power Search

Power Search for more searching options

- [Search for schools/facilities and other educational entities](#)

Reports

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Download Data Sets

- [Select from our library of database \(.dbf\) files](#)
- [Build your own school/facility database \(.dbf\) file](#)

Welcome
The School Code Master is a repository that contains the official identification number and basic contact information regarding educational systems in Michigan. Information exists for public schools, private schools, intermediate school districts, and institutes of higher education. Commonly used information includes school/facility name, grade levels, address, and contact information.

To close a school or facility, click the **Close a school/facility** link. The following screen will appear:

8.6.2. Screen 2 – Close a School/Facility, permanent

This page displays a list of schools/facilities and school district information that you have the authority to close. You have two options to search for the desired school/facility or school district name:

1. You may enter the school/facility or school district name, or part of the school/facility or school district name, in the text box. This will cause the selection list to advance until the entity name has been found.
2. You may click on the desired school/facility or school district name in the list of returned school/facilities and school districts.

Once the selection has been made, you will see the following screen:

8.6.3. Screen 3 – Close a School/Facility, permanent

Center for Educational Performance & Information

Michigan.gov

Michigan.gov Home | Home | Authorized User Login | Log Off | Help | About Us | Contact CEPI

School Code Master

Glossary of Terms

My Schools/Facilities, School Districts: View/Edit

School Directories

- » [School/Facility Name](#)
- » [District Name](#)
- » [City](#)
- » [County](#)
- » [Public School Academy](#)

Power Search

Reports

Mailing List & Mailing Labels

Download Data Sets

- » [Library of database files](#)
- » [Build your own school/facility .csv file](#)

My Schools/Facilities, School Districts

School/Facility: Ishpeming High School
School/Facility Code: 01858
 View school information **Go**

City Name: Ishpeming
County: Marquette
ISD: Marquette-Alger RESD

Please enter date for close of facility:

Close

Once you have selected a school/facility or district name, you can see a synopsis of the school/facility or district. Click **Go** to view, and edit if necessary, detailed information about the school/facility or district. You can view school district information by clicking the second **Go** button.

To close the school you have selected, enter the close date into the appropriate text box. This date must be entered in the MM/DD/YYYY format. Once you enter the close date, click the **Close** button. The following will appear:

8.6.4. Screen 4 – Close a School/Facility, permanent

The screenshot shows the 'School Code Master' web application. The header includes the 'Center for Educational Performance & Information' logo and the 'Michigan.gov' logo. The navigation bar contains links: Home, Authorized User Login, Log Off, Help, About Us, and Contact CEPI. The main title is 'School Code Master' with a 'Glossary of Terms' link. The left sidebar has a 'School Directories' section with links: School/Facility Name, District Name, City, County, and Public School Academy. Below this are 'Power Search', 'Reports', 'Mailing List & Mailing Labels', and 'Download Data Sets' sections. The main content area is titled 'My Schools/Facilities, School Districts: View/Edit'. It features a list of schools: Birchview School, C.L. Phelps School, Central School, Ishpeming High School (highlighted), and Ishpeming Public School District. To the right of the list, details for 'Ishpeming High School' are displayed: School/Facility: Ishpeming High School, School/Facility Code: 01858, City Name: Ishpeming, County: Marquette, and ISD: Marquette-Alger RESD. A 'View school information' button is present. A 'Close' button is visible at the bottom left of the main content area. Overlaid on the bottom right is a 'Microsoft Internet Explorer' dialog box with a question mark icon and the text 'Are you sure that you want to close this school/facility?'. It has 'OK' and 'Cancel' buttons.

You will be asked if you are sure you want to close the facility. If you wish to continue, click **OK**. If you want to terminate this action, click **Cancel**.

A request to close a school/facility will need to be approved by a State Administrator.

8.7. Code Search

8.7.1. Screen 1 – Code Search - District

Center for Educational Performance & Information

Michigan.gov Home | Authorized User Login | Help | About Us | Contact CEPI

School Code Master

My Schools/Facilities
» [View/Edit all my schools/facilities](#)
» [Add a school/facility](#)
» [Close a school/facility](#)

Code Search

Code: ☒ District ☐ School/Facility

Search by Name

Keyword:

School Directories
Finding a school, facility, or district is as easy as 1, 2, 3...

Step 1: Choose which directory you would like to browse.
» [School/Facility Name](#)
» [District Name](#)
» [City](#)
» [County](#)
» [Public School Academy](#)

Power Search
Power Search for more searching options
» [Search for schools/facilities and other educational entities](#)

Reports
View reports ranging from a list of all public schools to a list of all intermediate school districts, presented in a printer friendly format. [Click here for a list of available reports.](#)

Mailing Lists & Mailing Labels
The mailing label output will be provided to the users in a downloadable CSV file format.
» [Create your own school/facility mailing list and mailing labels.](#)

Download Data Sets
» [Select from our library of database \(.dbf\) files](#)
» [Build your own school/facility database \(.dbf\) file](#)

You have the option to search for districts or school/facility by code. To search for a district by code, enter the district code into the text box, click the **District** radio button, and then click **Search**. You will see one of two screens. If you have authority to edit fields within the record, you'll see the **View/Edit** screen. If you do not have the authority to edit the fields, a static display of the school/facility information will appear.

8.7.2. Screen 2 – Code Search - District

Center for Educational Performance & Information																																		
Michigan.gov Home Home Authorized User Login Log Off Help About Us Contact CEPI																																		
School Code Master Glossary of Terms																																		
My Schools/Facilities, School Districts: View/Edit																																		
<p>(A red asterisk [*] indicates a required field.)</p>																																		
School Directories » School/Facility Name » District Name » City » County » Public School Academy Power Search Reports Mailing List & Mailing Labels Download Data Sets » Library of database files » Build your own school/facility .csv file	<table border="1"> <tr> <td>Common Name of School District: Menominee - 55100</td> <td>School/Facility Number: 00000</td> <td>ISD/ESA: Menominee ISD - 55</td> </tr> <tr> <td>County: Menominee - 55</td> <td>Type of Educational Entity: Local Education Agency (District)</td> <td>Employer Identification Number: 000000000</td> </tr> <tr> <td>Official Name of Entity: Menominee Area Public Schools</td> <td>*Ownership of Facility: Please select</td> <td></td> </tr> <tr> <td></td> <td>NCES ID: 000000000000</td> <td></td> </tr> <tr> <td colspan="3"> *Grades and/or Educational Settings: <input checked="" type="checkbox"/> Retention K <input checked="" type="checkbox"/> Kindergarten <input checked="" type="checkbox"/> First Grade <input checked="" type="checkbox"/> Second Grade <input checked="" type="checkbox"/> Third Grade <input checked="" type="checkbox"/> Fourth Grade <input checked="" type="checkbox"/> Fifth Grade <input checked="" type="checkbox"/> Sixth Grade <input checked="" type="checkbox"/> Seventh Grade <input checked="" type="checkbox"/> Eighth Grade <input checked="" type="checkbox"/> Ninth Grade <input checked="" type="checkbox"/> Tenth Grade <input checked="" type="checkbox"/> Eleventh Grade <input checked="" type="checkbox"/> Twelfth Grade <input type="checkbox"/> Alternative Education <input type="checkbox"/> Special Education <input type="checkbox"/> Adult Education <input type="checkbox"/> Early Childhood and Parenting Programs <input type="checkbox"/> Career and Technical Preparation <input type="checkbox"/> State Agency </td> </tr> <tr> <td>*Physical Street Address: 1230 13th Street</td> <td>*Physical City: Menominee</td> <td>*Physical Zip: 49858</td> </tr> <tr> <td>Mailing Street Address: 1230 13th Street</td> <td>Mailing City: Menominee</td> <td>Mailing Zip: 498582763</td> </tr> <tr> <td>Title/Honoric of Facility Administrator: Please select</td> <td>First Name: Richard</td> <td>Middle Initial:</td> </tr> <tr> <td>Last Name: Daoust</td> <td>Administrative Assignment of Facility Administrator: No administrative title</td> <td>Phone Number: (906)863-9951</td> </tr> <tr> <td>Fax Number: (906)863-1171</td> <td>Email Address:</td> <td>Web Address: www.menominee.k12.mi.us</td> </tr> <tr> <td>Open Date: 01/01/1900</td> <td>Status: Active - Open</td> <td>Close Date: Not Available</td> </tr> </table>	Common Name of School District: Menominee - 55100	School/Facility Number: 00000	ISD/ESA: Menominee ISD - 55	County: Menominee - 55	Type of Educational Entity: Local Education Agency (District)	Employer Identification Number: 000000000	Official Name of Entity: Menominee Area Public Schools	*Ownership of Facility: Please select			NCES ID: 000000000000		*Grades and/or Educational Settings: <input checked="" type="checkbox"/> Retention K <input checked="" type="checkbox"/> Kindergarten <input checked="" type="checkbox"/> First Grade <input checked="" type="checkbox"/> Second Grade <input checked="" type="checkbox"/> Third Grade <input checked="" type="checkbox"/> Fourth Grade <input checked="" type="checkbox"/> Fifth Grade <input checked="" type="checkbox"/> Sixth Grade <input checked="" type="checkbox"/> Seventh Grade <input checked="" type="checkbox"/> Eighth Grade <input checked="" type="checkbox"/> Ninth Grade <input checked="" type="checkbox"/> Tenth Grade <input checked="" type="checkbox"/> Eleventh Grade <input checked="" type="checkbox"/> Twelfth Grade <input type="checkbox"/> Alternative Education <input type="checkbox"/> Special Education <input type="checkbox"/> Adult Education <input type="checkbox"/> Early Childhood and Parenting Programs <input type="checkbox"/> Career and Technical Preparation <input type="checkbox"/> State Agency			*Physical Street Address: 1230 13th Street	*Physical City: Menominee	*Physical Zip: 49858	Mailing Street Address: 1230 13th Street	Mailing City: Menominee	Mailing Zip: 498582763	Title/Honoric of Facility Administrator: Please select	First Name: Richard	Middle Initial:	Last Name: Daoust	Administrative Assignment of Facility Administrator: No administrative title	Phone Number: (906)863-9951	Fax Number: (906)863-1171	Email Address:	Web Address: www.menominee.k12.mi.us	Open Date: 01/01/1900	Status: Active - Open	Close Date: Not Available
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<input type="button" value="Submit"/>																																		

If you do *not* have authority to change the information for this district, you will not be able to edit fields.

If you have authority to change the information for this district, the above screen with fields for editing will be displayed. You may edit the following fields:

- Geographical Location
- Official Name of Entity
- Facility Street Address (mailing)
- Facility Street Address (physical)
- Facility City (mailing)
- Facility City (physical)
- Facility Zip Code (mailing)
- Facility Zip Code (physical)
- Grades or Education Setting in School/Facility
- Magnet School
- Employer Identification Number
- Function of Ancillary Facility
- Last Name of Facility Administrator
- First Name of Facility Administrator
- Middle Initial
- Title/Honorific of Facility Administrator
- Administrative Assignment of Facility Administrator
- Telephone Number of Facility Administrator
- Facsimile (Fax) Number of Facility
- E-mail site
- Web Address
- Date School or Facility Was Opened
- Date School or Facility Was Closed
- Current Status of Facility
- Facility Ownership

Note: Fields displayed for entity types will vary based on the requirements for the selected entity.

If edits are made, click the **Submit** link. To cancel the request, select the browser **Back** button.

8.7.3. Screen 1 – Code Search – School/Facility

The screenshot shows the 'School Code Master' web application. At the top is a navigation bar with the 'Center for Educational Performance & Information' logo and 'Michigan.gov' link. Below this is a 'School Code Master' header. The main content area is divided into two columns. The left column contains a 'Welcome' message and a list of districts. The right column contains a 'My Schools/Facilities' section with links to 'View/Edit all my schools/facilities', 'Add a school/facility', and 'Close a school/facility'. Below this is the 'Code Search' section, which includes a text box for 'Code:', two radio buttons for 'District' and 'School/Facility', and a 'Search' button. A red box highlights the 'Code Search' section. A callout box points to the 'School/Facility' radio button with the text 'Click the School/Facility radio button.' Another callout box points to the 'Code' text box with the text 'Enter the school or facility code into the text box.' Below the 'Code Search' section are sections for 'Search by Name', 'School Directories', 'Power Search', 'Reports', 'Mailing Lists & Mailing Labels', and 'Download Data Sets'.

Center for Educational Performance & Information

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School Code Master

My Schools/Facilities

- » [View/Edit all my schools/facilities](#)
- » [Add a school/facility](#)
- » [Close a school/facility](#)

Code Search

Code: ☒ District ☐ School/Facility

Search by Name

Keyword:

School Directories

Finding a school, facility, or district is as easy as 1, 2, 3...

Step 1: Choose which directory you would like to browse.

- » [School/Facility Name](#)
- » [District Name](#)
- » [City](#)
- » [County](#)
- » [Public School Academy](#)

Power Search

Power Search for more searching options

- » [Search for schools/facilities and other educational entities](#)

Reports

View reports ranging from a list of all public schools to a list of all intermediate school districts, presented in a printer friendly format. [Click here for a list of available reports.](#)

Mailing Lists & Mailing Labels

The mailing label output will be provided to the users in a downloadable CSV file format.

- » [Create your own school/facility mailing list and mailing labels.](#)

Download Data Sets

- » [Select from our library of database \(.dbf\) files](#)
- » [Build your own school/facility database \(.dbf\) file](#)

To search for a school/facility by code, enter the school/facility code into the text box, click the **School/Facility** radio button, and then click **Search**. You will see one of two screens. If you have authority to edit fields within the record, you'll see the **View/Edit** screen. If you do not have the authority to edit the fields, you will not be able to make any edits.

8.7.4. Screen 2 – Code Search – School/Facility

Center for Educational Performance & Information																																			
Michigan.gov Home Home Authorized User Login Log Off Help About Us Contact CEPI																																			
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Common Name of School District: Menominee - 55100	School/Facility Number: 00000	ISD/ESA: Menominee ISD - 55																																	
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Open Date: 01/01/1900	Status: Active - Open	Close Date: Not Available																																	
<p>Submit No Change Requested</p>																																			

If you do *not* have authority to change the information for this school/facility, will not be able to edit the fields.

If you have authority to change the information for this school/facility the above screen with fields for editing will be displayed. You may edit the following fields:

- Geographical Location
- Official Name of Entity
- Facility Street Address (mailing)
- Facility Street Address (physical)
- Facility City (mailing)
- Facility City (physical)
- Facility Zip Code (mailing)
- Facility Zip Code (physical)
- Grades or Education Setting in School/Facility
- Magnet School
- Employer Identification Number
- Function of Ancillary Facility
- Last Name of Facility Administrator
- First Name of Facility Administrator
- Middle Initial
- Title/Honorific of Facility Administrator
- Administrative Assignment of Facility Administrator
- Telephone Number of Facility Administrator
- Facsimile (Fax) Number of Facility
- E-mail Address
- Web Site
- Date School or Facility Was Opened
- Date School or Facility Was Closed
- Current Status of Facility
- Facility Ownership

Note: Fields displayed for entity types will vary based on the requirements for the selected entity.

If edits are made, click the **Submit** link.

To cancel edits, or if no edits are necessary, click the **No Change Requested** button.

8.8. Search by Name

8.8.1. Screen 1 – Search by Name

Center for Educational Performance & Information

Michigan.gov Home | Authorized User Login | Help | About Us | Contact CEPI

School Code Master

My Schools/Facilities
» [View/Edit all my schools/facilities](#)
» [Add a school/facility](#)
» [Close a school/facility](#)

Code Search
Code: ☒ District
☐ School/Facility

Search by Name
Keyword:

School Directories
Finding a school, facility, or district is as easy as 1, 2, 3...

Step 1: Choose which directory you would like to browse.
» [School/Facility Name](#)
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Mailing Lists & Mailing Labels
The mailing label output will be provided to the users in a downloadable CSV file format.
» [Create your own school/facility mailing list and mailing labels.](#)

Download Data Sets
» [Select from our library of database \(.dbf\) files](#)
» [Build your own school/facility database \(.dbf\) file](#)

To search for a district or school/facility by text, enter a character string into the text box and click **Search**. The following screen will appear:

8.8.2. Screen 2 – Search by Name

Center for Educational Performance & Information

Michigan.gov Home Home | Authorized User

School Code Master

Search by Name

School Directories

- » [School/Facility Name](#)
- » [District Name](#)
- » [City](#)
- » [County](#)
- » [Public School Academy](#)

Power Search

Reports

Mailing List & Mailing Labels

Download Data Sets

- » [Library of database files](#)
- » [Build your own school/facility database file](#)

Search Results

Entity Name: Lansing Baptist School School District: Lansing City: Lansing County: Ingham District Code: 33020 School/Facility Code: 7475
Entity Name: Lansing Catholic Central High School School District: Lansing City: Lansing County: Ingham District Code: 33020 School/Facility Code: 8044
Entity Name: Lansing Christian School School District: City: Lansing County: Ingham District Code: 0 School/Facility Code: 8057
Entity Name: Lansing Continuing Educ Center School District: Lansing City: Lansing County: Ingham District Code: 33020 School/Facility Code: 4031

Click the desired district or school/facility name.

This page displays the results of your search, including a synopsis of the school, facility, or district information. Click the entity's name for more information. You will see one of two screens. If you have authority to edit fields within the record, you will see the **View/Edit** screen. If you do not have the authority to edit the fields, you will not be able to make any edits.

8.8.3. Screen 3 – Search by Name

Center for Educational Performance & Information														
Michigan.gov Home Home Authorized User Login Log Off Help About Us Contact CEPI														
School Code Master Glossary of Terms														
My Schools/Facilities, School Districts: View/Edit														
(A red asterisk [*] indicates a required field.)														
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Official Name of Entity: Menominee Area Public Schools	*Ownership of Facility: <input type="text" value="Please select"/>													
NCES ID: 000000000000														
Power Search	*Grades and/or Educational Settings: <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Retention K <input checked="" type="checkbox"/> Kindergarten <input checked="" type="checkbox"/> First Grade <input checked="" type="checkbox"/> Second Grade <input checked="" type="checkbox"/> Third Grade <input checked="" type="checkbox"/> Fourth Grade <input checked="" type="checkbox"/> Fifth Grade <input checked="" type="checkbox"/> Sixth Grade <input checked="" type="checkbox"/> Seventh Grade <input checked="" type="checkbox"/> Eighth Grade <input checked="" type="checkbox"/> Ninth Grade <input checked="" type="checkbox"/> Tenth Grade <input checked="" type="checkbox"/> Eleventh Grade <input checked="" type="checkbox"/> Twelfth Grade <input type="checkbox"/> Alternative Education <input type="checkbox"/> Special Education <input type="checkbox"/> Adult Education <input type="checkbox"/> Early Childhood and Parenting Programs <input type="checkbox"/> Career and Technical Preparation <input type="checkbox"/> State Agency 													
Reports	<table border="1"> <tr> <td>*Physical Street Address: 1230 13th Street</td> <td>*Physical City: Menominee</td> <td>*Physical Zip: 49858</td> </tr> </table>		*Physical Street Address: 1230 13th Street	*Physical City: Menominee	*Physical Zip: 49858									
*Physical Street Address: 1230 13th Street	*Physical City: Menominee	*Physical Zip: 49858												
Mailing List & Mailing Labels	<table border="1"> <tr> <td>Mailing Street Address: 1230 13th Street</td> <td>Mailing City: Menominee</td> <td>Mailing Zip: 498582763</td> </tr> </table>		Mailing Street Address: 1230 13th Street	Mailing City: Menominee	Mailing Zip: 498582763									
Mailing Street Address: 1230 13th Street	Mailing City: Menominee	Mailing Zip: 498582763												
Download Data Sets <ul style="list-style-type: none"> » Library of database files » Build your own school/facility .csv file 	<table border="1"> <tr> <td>Title/Honoric of Facility Administrator: <input type="text" value="Please select"/></td> <td>First Name: Richard</td> <td>Middle Initial: <input type="text"/></td> </tr> <tr> <td>Last Name: Daoust</td> <td>Administrative Assignment of Facility Administrator: <input type="text" value="No administrative title"/></td> <td>Phone Number: (906)863-9951</td> </tr> <tr> <td>Fax Number: (906)863-1171</td> <td>Email Address: <input type="text"/></td> <td>Web Address: www.menominee.k12.mi.us</td> </tr> <tr> <td>Open Date: 01/01/1900</td> <td>Status: Active - Open</td> <td>Close Date: Not Available</td> </tr> </table>		Title/Honoric of Facility Administrator: <input type="text" value="Please select"/>	First Name: Richard	Middle Initial: <input type="text"/>	Last Name: Daoust	Administrative Assignment of Facility Administrator: <input type="text" value="No administrative title"/>	Phone Number: (906)863-9951	Fax Number: (906)863-1171	Email Address: <input type="text"/>	Web Address: www.menominee.k12.mi.us	Open Date: 01/01/1900	Status: Active - Open	Close Date: Not Available
Title/Honoric of Facility Administrator: <input type="text" value="Please select"/>	First Name: Richard	Middle Initial: <input type="text"/>												
Last Name: Daoust	Administrative Assignment of Facility Administrator: <input type="text" value="No administrative title"/>	Phone Number: (906)863-9951												
Fax Number: (906)863-1171	Email Address: <input type="text"/>	Web Address: www.menominee.k12.mi.us												
Open Date: 01/01/1900	Status: Active - Open	Close Date: Not Available												
<input type="button" value="Submit"/>														

If you do *not* have authority to change the information for this school/facility, will not be able to edit the fields.

If you have authority to change the information for this school/facility the above screen with fields for editing will be displayed. You may edit the following fields:

- Geographical Location
- Official Name of Entity
- Facility Street Address (mailing)
- Facility Street Address (physical)
- Facility City (mailing)
- Facility City (physical)
- Facility Zip Code (mailing)
- Facility Zip Code (physical)
- Grades or Education Setting in School/Facility
- Magnet School
- Employer Identification Number
- Function of Ancillary Facility
- Last Name of Facility Administrator
- First Name of Facility Administrator
- Middle Initial
- Title/Honorific of Facility Administrator
- Administrative Assignment of Facility Administrator
- Telephone Number of Facility Administrator
- Facsimile (Fax) Number of Facility
- E-mail Address
- Web Address
- Date School or Facility Was Opened
- Date School or Facility Was Closed
- Current Status of Facility
- Facility Ownership

Note: Fields displayed for entity types will vary based on the requirements for the selected entity.

If edits are made, click the **Submit** link.

To cancel edits, or if no edits are necessary, click the **No Change Requested** button.

9. School Closings and Delays, temporary

This function of the School Code Master allows authorized personnel to enter and maintain information regarding school closings and/or delays, such as those due to the weather.

9.1. Administration

Center for Educational Performance & Information Michigan.gov

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School Code Master

[Glossary of Terms](#)

Welcome
The School Code Master is a repository that contains the official identification numbers and basic contact information regarding educational systems in Michigan. Information exists for public schools, nonpublic schools, intermediate school districts, and institutions of higher education. Commonly used information includes school/facility name, grade levels, address, and contact information. This site is managed by the Center for Educational Performance & Information.

My Schools/Facilities, School Districts

- » [View/Edit all my schools/facilities, school districts](#)
- » [Add a school/facility](#)
- » [Close a school/facility](#)

Code Search

Code: ☒ District ☐ School/Facility [Search](#)

Search by Name

Keyword: [Search](#)

School Directories

Finding a school, facility, or district is as easy as 1, 2, 3...

Step 1: Choose the directory you would like to browse.

- » [School/Facility Name](#)
- » [District Name](#)
- » [City](#)
- » [County](#)
- » [Public School Academy](#)

School Closings (Weather and Other Delays)

Browse a listing of school closings and delays.

- » [Click here to browse the listing.](#)
- » [Click here to administer School Closings and Delays.](#)

Click here to enter weather related closings

Power Search

Select Power Search for more searching options.

- » [Power Search for schools/facilities and other educational entities.](#)

Reports

View reports ranging from a list of all public schools to a list of all intermediate school districts, presented in a printer-friendly format.

- » [Click here for a list of available reports.](#)

Mailing List & Mailing Labels

Access a printer-friendly mailing list or download a file to create mailing labels.

- » [Create your own school/facility mailing list and mailing labels.](#)

Download Data Sets

- » [Select from our library of database \(.dbf\) files.](#)
- » [Build your own school/facility comma separated values \(.csv\) file.](#)

[Michigan.gov Home](#) | [School Code Master Home](#) | [Login](#) | [Log Off](#) | [Help](#) | [About Us](#) | [Contact CEPI](#)
[State Web Sites](#) | [Accessibility Policy](#) | [Privacy Policy](#) | [Link Policy](#) | [Security Policy](#)

To post school closing and delay information, you must be logged in as an Authorized User. When logged in as an Authorized user, an additional link will display under the heading **School Closings and Delays**.

Click the link **Click here to administer School Closings and Delays**.

The following screen will display:

9.2. Posting

The screenshot shows the 'School Code Master' web application. At the top, there is a header with the 'Center for Educational Performance & Information' logo and 'Michigan.gov' branding. Below the header is a navigation bar with links: Home, Authorized User Login, Log Off, Help, About Us, and Contact CEPI. The main title 'School Code Master' is displayed in a large blue banner, with a 'Glossary of Terms' link on the right.

On the left side, there is a sidebar menu with the following options: School Directories (with sub-links for School/Facility Name, District Name, City, County, and Public School Academy), Power Search, Reports, Mailing List & Mailing Labels, and Download Data Sets (with sub-links for Library of database files and Build your own school/facility .csv file).

The main content area is titled 'School Closings and Delays'. It features a form titled 'Administer School Closings and Delays' with the following fields:

- District Name:** A dropdown menu with 'Please select' as the current value.
- Closing Information:** A large text area for entering descriptive text.
- Expiration Date:** A text field containing '10/30/2002'.

 A blue 'Go' button is located at the bottom right of the form.

At the bottom of the page, there is a footer with links: Michigan.gov Home, School Code Master Home, Login, Log Off, Help, About Us, Contact CEPI, State Web Sites, Accessibility Policy, Privacy Policy, Link Policy, and Security Policy. The copyright notice 'Copyright © 2002 State of Michigan' is also present.

To post a school closing or delay, perform the following steps:

1. Select the District Name from the drop down menu. This menu will contain districts the logged in user has authorization for.
 2. Enter descriptive text for the closing in the Closing Information field.
 3. Enter an expiration date in the designated field. Enter only a date, and use the format of mm/dd/yyyy.
 4. Submit the information by clicking the **Go** button.
 5. A confirmation page will display. If the request was unable to process due to an incomplete field entry or system error, the confirmation page will display details regarding the error.
- To view the posting, select the link to browse a listing of School Closings and Delays from the SCM home page.
 - Each district can only display one posting at a time. Submitting a posting will overwrite any existing entries for that district.
 - To cancel a posting, submit another posting with an expiration date earlier than today.